

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 13, 2007

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TITLE:	Bureau Chief
POSITION NO:	00290
LOCATION:	Child & Family Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$45,123 - \$56,403 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 27, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A resume is due at time of application.

The names of applicants for this position are subject to public disclosure. Application materials for finalists are also subject to public disclosure.

References may be checked with other community agencies in addition to professional work references.

Extensive travel may be required.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:

All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

TYPICAL DUTIES: This position plans and performs all activities, work methods and procedures for the Program Bureau. The position is responsible for developing and implementing the

overall missions and goals of the bureau; handling problems and resolving situations independently; and developing Administrative Rules of Montana and policies and procedures for critical child protective services, foster care, adoption and domestic violence prevention program of the division; administering federal grants such as Access and Visitation, Domestic Violence Prevention, Safe and Stable Families Grants, Chafee Independent Foster Care Grant, CAPTA, Children's Justice Act Grant, and Children's Trust Fund; providing technical assistance and consultation to various field staff in the areas of the Indian Child Welfare Act, in-home services foster care, residential care, licensing, adoption, permanency, Title IV-E foster care, Interstate Compact Placement of Children, child support enforcement referrals, Health Insurance Portability and Accountability Act (HIPAA) and emergency assistance applications; and ensuring program integrity by conducting internal and external reviews to assure agency staff are providing services in compliance with policy and contractors are in compliance with contract provisions.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of general management concepts and practices including goal planning, organizational planning, work plan and time line development and program planning and evaluation; all aspects of the programs and activities administered by the Child and Family Services Division; personnel management including performance evaluation, training, motivation, delegation; department policies; and child protective services continuum.

Skills: Skill in administering and supervising diverse programs and staff; oral and written communication; facilitation; and conflict resolution and management.

Abilities: Ability to interact in a positive manner with bureau chiefs, regional administrators, state administrators, program staff, legislators, and federal representatives; analyze organizational problems, select appropriate solutions, and resolve conflicts; plan and evaluate goals and objectives; provide organizational leadership; make sound decisions; effectively manage diversity of opinion and culture; work independently and as part of a team; communicate clearly; and function effectively under stress.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in social work, human services or related field **AND** seven years progressively responsible human services management experience **OR** a Master's degree in social work, human services, public administration (if the undergraduate degree is in social work, human services or related field) **AND** 5 years progressively

responsible human services management experience. Experience with supervising a large diverse staff and supervisory experience in the various aspects of child protective services is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such

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accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Bureau Chief

Position: #00290

Location: Child & Family Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. What would you bring to the position of Bureau Chief which would make you an asset to Child and Family Services and distinguish you from other applicants for the position?